

Shared Leave Returning Donation

Transaction Code:
PA30

Purpose Use this procedure to return donated quota to an employee that was unused by the Recipient

Trigger Perform this procedure when the Recipient of shared leave has excess leave to return to the donors.

Prerequisites

- Verify the type of donated quota (annual/sick) that should be returned to the donor.

End User Roles Payroll Processor, Leave Corrections Processor










Change History	Change Description
8/26/2006	Updates
5/6/2009	Screen shots updated to match current system. Steps on running Time Evaluation added.

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

Helpful Hints	Payroll Processors and Leave Corrections Processors will use the Attendance System Change Report (ZHR_RPTTM084) to verify received, donated and returned quota balances.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:


Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.


Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

The screenshot shows the SAP HR Master Data display screen. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Display HR Master Data'. On the left, a 'Find by' dropdown is set to 'Person', with options for 'Collective search', 'Search Term', and 'Free search'. The main area displays employee data for Personnel no. 40000200, Name KORZE JOZICA, PersArea 5400, Employment Security Dept, EEGroup 0, Permanent, PSubarea 00FT, Agencywide, EESubgroup 01, Monthly(M) OT Exe..., and Status Active. Below this are tabs for 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Personal Data'. The 'Basic Personal Data' tab is active, showing a list of infotypes with checkboxes for 'Actions'. The 'Period' section on the right allows selection of a date range from 01/01/1800 to 12/31/9999, with options for 'Today', 'All', 'From curr. date', 'To Current Date', 'Current Period', 'Curr. week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is at the bottom right of the period selection area. At the bottom, there is a 'Direct selection' section with an 'Infotype' field and an 'STy' field.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	<p>The employee's unique identifying number.</p> <p> Enter the redpients personnel number</p> <p>Example: 40000200</p>

3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
4. Click the **Time Recording** tab to select.


5. Enter the date of the donation.



If a date is not entered on this screen, the system will not display the **recipient's** current quota balance.

6. Select the blue box to the left of **Absence Donation Administration US** to select

- 7.

8. Click  (Create) to return unused Shared Leave to the donor. Select **0001 Donation/Return** from the pop up window

Infotype Edit Goto Extras System Help

Create Absence Donation Administration US(0613)

Personnel No 40000200 Name KORZE JOZICA
 EE group 0 Permanent Personnel ar 5400
 EE subgroup 01 Monthly(M) OT Ex... SSN 500-10-1151 Stat
 Start 05/06/2009

Absence Donation Administration US

Abs.quota type ☒
 Number/Unit ☒


☒ Home Pool
 Home Pool ID 0002 Shared Leave - Comm
☐ Foreign Pool
 Foreign Pool ID
☐ Employee ☐ Amount Related
 Personnel no.
 Target Abs. quota
☐ External Recipient
 Ext. Person
 Absence Quota Type



Find by
 Person
 Collective search
 Search Term
 Free search

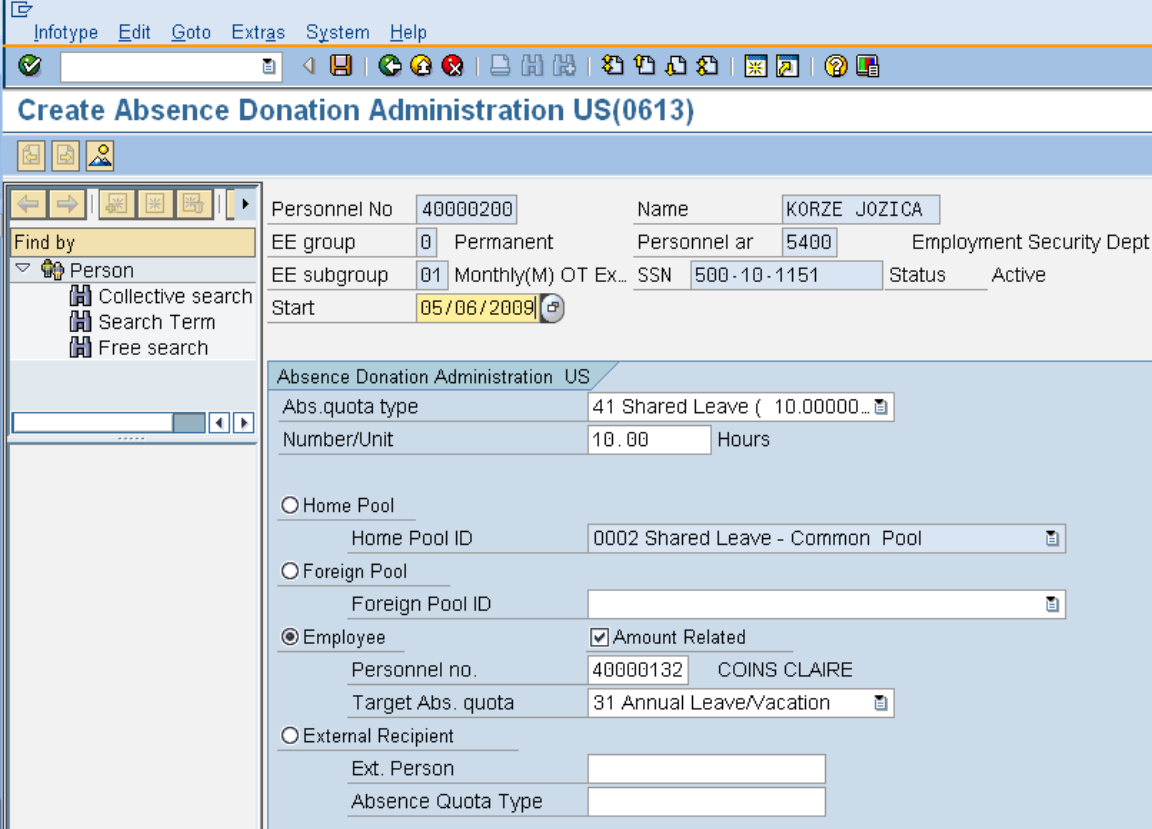
Recipient Information


Donor's Information

9. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Abs. quota type	R	It is a specific absence quota that is being returned by the Recipient . Example: Shared Leave
Number/Unit	R	Enter the number of hours that are being returned to the Donor Example: 10
Personnel no.	R	The employee's unique identifying number.  Enter the Donors personnel number Example: 40000132
Amount Related	R	Check this box.

		 If the amount related box is not checked, the base rate (salary/hourly amount) will not be considered into the hours calculation of Shared Leave. The system will donate the actual hours entered rather than calculate the base rate of each employee.
Employee	R	Check this radio button
Target Abs. quota	R	This is the Absence Quota (Leave Type) that an employee donates to (Shared Leave Quota) or receives back (the quota type that was donated).  Select the leave type that was originally donated by the donor. Example: Annual Leave

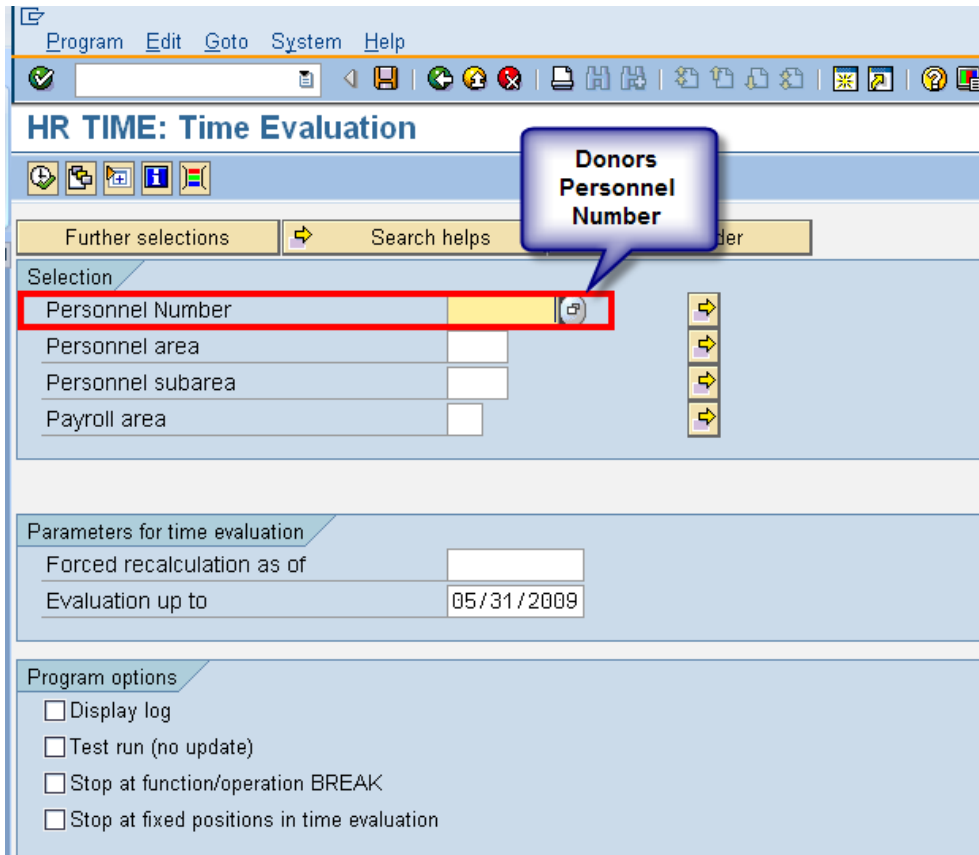


10. Click  (Enter) to validate the information.

11. Click  (Save) to save.



To return the leave back to the donor run the **Time Evaluation (ZT60)**



HR TIME: Time Evaluation

Further selections Search helps

Selection

Personnel Number		
Personnel area		
Personnel subarea		
Payroll area		

Parameters for time evaluation


Forced recalculation as of


Evaluation up to 05/31/2009

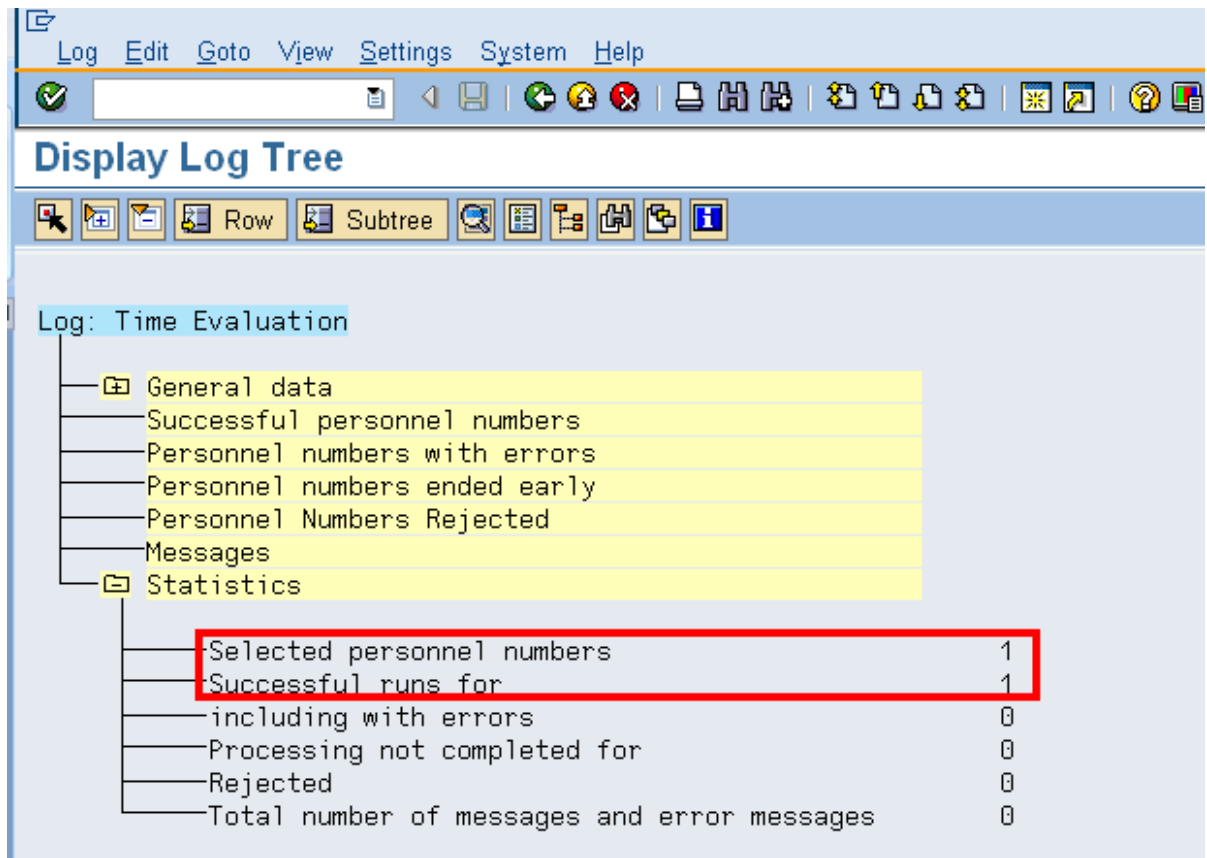
Program options

- ☐ Display log
- ☐ Test run (no update)
- ☐ Stop at function/operation BREAK
- ☐ Stop at fixed positions in time evaluation

12. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	<p>The employee's unique identifying number.</p> <p> Enter the donors personnel number</p> <p>Example: 40000132</p>

13. Click  (Execute) to run the **Time Evaluation**.




Log: Time Evaluation


- General data
 - Successful personnel numbers
 - Personnel numbers with errors
 - Personnel numbers ended early
 - Personnel Numbers Rejected
 - Messages
- Statistics
 - Selected personnel numbers 1
 - Successful runs for 1
 - including with errors 0
 - Processing not completed for 0
 - Rejected 0
 - Total number of messages and error messages 0



To verify the leave returned to the original **Donor**, access their **Absence Quotas (2006)**

14. Enter **/NPA20** into the command field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	<p>The employee's unique identifying number.</p> <p> Enter the donor's personnel number</p> <p>Example: 40000132</p>

15. Click the **Time Recording** tab to select.
16. Select the blue box to the left of **Absence Quotas** to select.
17. Enter date of return.
18. Enter quota type **STy 31 Annual Leave/Vacation** (Select the quota type that was originally donated by the donor) to narrow the search results.
19. Click  (overview) to display all records.

Infotype Edit Goto Extras System Help

Overview Absence Quotas (2006)

Choose

Personnel No. 40000132 Name COINS CLAIRE

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 05 H-OT Ellg>40hrs/wk Status Active

Choose 05/06/2009 To 05/06/2009 STy. 31

Absence Quotas

Start Date	End Date	A...	Quota text	Start ded	End ded.	Number	Deduction
05/06/2009	05/06/2009	31	Annual Leave/Vacation	05/06/2009	12/31/9999	8.33000	0.00000



Our recipient returned 10 of unused Shared Leave to our donor yet the donor has a total of 8.33000 hours listed in the number column. This indicates that the recipients base rate is less than the donors. HRMS converts hours based on each employees' base rate.

If the **Amount Related** box is left unchecked on the *Absence Donation Administration (0613)* the system will donate the actual hours entered rather than calculate the base rate of each employee.

20. You have completed this transaction.

Results

You have donated shared leave from one employee to another within the same agency.